

# **STUDENT GUIDELINES**

To ensure a smooth and professional recruitment experience for both students and recruiters, Wings - The Placement Cell has established the following guidelines. All students participating in the placement process are expected to strictly adhere to these rules.

## **MISSION AND PURPOSE**

The Placement Cell of Lakshmibai College endeavors to facilitate internship and job opportunities for students to the best of its ability; however, it does not guarantee placement.

- All job and internship openings shared through the Placement Cell portal are exclusively for students of Lakshmibai College. Only students who have formally registered on the portal are eligible to apply for these opportunities.
- In case of any disputes or clarifications, the decision of the Placement Cell shall be considered final and binding.
- Students are expected to regularly check emails and official communication channels for updates.
- Any queries or concerns must be brought to the attention of the Placement Cell in a timely manner.
- Violation of any guideline may result in exclusion from further placement activities.

## **ELIGIBILITY CRITERIA**

### **1. The placement process is open to:**

- **Job Opportunities:** Final-year students currently in their 6th semester (Batch of 2025), and Pass out students from the Batch of 2024 who have successfully completed their degree requirements.
- **Paid Internships:** Available for students in their 2nd and 3rd years.
- **Unpaid Internships:** Open exclusively to students in their 2nd year.

### **2. Minimum CGPA Requirement:**

Only students with a **CGPA of 7.0 or above** in last semester (on a 10-point scale) at the time of registration will be eligible to participate in the placement process.

### **3. Academic Integrity:**

Students must not have any active backlogs at the time of application to a company.

## **REGISTRATION & PARTICIPATION**

### **1. Placement Registration:**

Interested students must formally register with the Placement Cell by filling out the necessary forms and submitting accurate information. Falsification of data will lead to disqualification.

### **2. Resume Submission:**

Students must upload a professional, verified resume to the official placement cell coordinators before applying to companies.

### **3. Company-Specific Applications:**

Students should apply only to those companies they are genuinely interested in. Applications cannot be withdrawn once submitted, unless under exceptional circumstances approved by the Placement Cell.

## **CODE OF CONDUCT**

### **1. Punctuality and Professionalism:**

Students must report on time for all placement-related activities, including pre-placement talks, written tests, interviews, and group discussions. **Formal attire** is mandatory unless stated otherwise.

### **2. Attendance:**

Attendance at company presentations and selection rounds is compulsory after applying. Absence without prior notice may lead to blacklisting from future opportunities.

### **3. Behavioral Expectations:**

Any form of misconduct or unprofessional behavior during the recruitment process will result in disciplinary action and possible exclusion from placements.

## **JOB OFFERS AND RESTRICTIONS**

**1. Offer Acceptance:**

Once a student receives an offer, they will be considered out of the placement process, except in the case of a Dream/Research/Internship job, where alternate policies may apply.

**2. Offer Rejection:**

Rejecting a confirmed offer without valid reasons and approval from the Placement Cell is strictly prohibited.

**3. Multiple Offers:**

A student may hold only one offer at a time unless otherwise permitted. If applying for a second opportunity, prior intimation and approval are mandatory.

## **RECRUITMENT PROCESS**

Our college follows a structured placement process that includes the following stages:

**1. Pre-Placement Orientation**

Briefing sessions are conducted to educate students on processes, expectations, and timelines.

**2. Resume Vetting & Profile Building**

The Placement Cell assists students in refining resumes and preparing for industry interactions.

**3. Application & Shortlisting**

After students apply, they will be shortlisted as per company criteria.

**4. Selection Process**

Companies may conduct written tests, group discussions, technical interviews, and HR rounds.

**5. Offer Rollout & Acceptance**

Final offers are announced, and students must confirm their acceptance within the stipulated deadline.

## **CONTACT US:-**

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